



ADVISORY NEIGHBORHOOD COMMISSIONS TECHNICAL SUPPORT & ASSISTANCE FUND GUIDANCE

OANC GENERAL GUIDANCE

NO. 2023-002

Overview

The Advisory Neighborhood Commissions Support and Assistance Fund (the “Fund”) is a nonlapsing special fund established upon the enrollment of Bill 23-760 in December 2020. The resulting statute is located in [§ 1-309.13a](#) of the *D.C. Official Code*. The fund captures monies forfeited by Advisory Neighborhood Commissions (ANCs) from their annual allotments as well as supplemented by other amounts as may be appropriated to the Fund. The Fund is administered by the Office of Advisory Neighborhood Commissions (OANC) and subject to such limitations or prioritization as established by the OANC (§ 1-309.13a(c)). The Fund, as enacted, shall be used to provide services and support requested by ANCs, such as outreach, engagement, and remote meeting technologies, according to limitations and prioritization established by the OANC.

This guidance briefly outlines:

- The ANC Technical Support & Assistance Fund Policy;
- Permissible Uses for the Fund;
- Guidelines & Requirements for Using the Fund; and,
- An Overview of the Application & Selection Process.

Policy

The OANC administers the Fund to assist ANCs that demonstrate a need for additional technical support and assistance. Funding is intended to be for new services that may include equipment purchases; support for remote (hybrid) meeting technology; printing; and other support services outlined by statute. As funding is limited to fund availability, no applications will be accepted for:

- the purchase of services that are duplicative of those provided by the District government;
- the purchase of services otherwise not permitted by statute; or,

- from ANCs with sufficient, unbudgeted funds on hand to procure the service directly in its entirety.

All applications are accepted on a rolling-basis and prioritized based on the following:

- Demonstrated financial need or hardship;
- Services that are necessary to improve outreach to constituents and to inform communities, including language access, transcription, translation, and printing services;
- Requests for equipment and services to enhancing virtual meetings and to improving websites; and,
- All other requests as funding permits.

Guidelines & Requirements

The ANC must vote in a public meeting to apply for the “Fund.” The record (minutes) must reflect the reason for requesting funds and the anticipated outcome. An ANC must have no more than two pending/unapproved Quarterly Financial Report (QFR) filings to be considered for assistance. ANCs in need of assistance with more than two unapproved QFRs may appeal to the Executive Director of the OANC, who will review the request and may approve for good cause.

- ANCs may request up to \$5,000.00 per application from the Fund.
- The OANC will pay up to 100% of the cost for services delivered under the Fund (contingent on the availability of funds).
- Funds are administered by the OANC on behalf of the ANC. ANCs may work with any vendor provided they are invoiced directly and submit that invoice to the OANC for payment¹.
- The ANC is responsible for paying any fees or penalties that may result from the work (i.e., filing fees, late fees, penalties for late filing, and other unapproved expenses).
- Any equipment purchased under the Fund is the property of the District government. Any work product that results from the Fund is the property of the District Government. An OANC Equipment Assignment Agreement must be submitted for any equipment purchase.
- An ANC may submit multiple applications subject to fund availability, project priority as outlined above, and OANC approval.

¹ **NOTE:** Funding requests invoiced directly to and expended by the OANC need to adhere to the Department of Small and Local Business Development’s (DSLBD’s) rules and requirements to select an approved Certified Business Enterprise (CBE) when available.

- Activities will be monitored and evaluated by OANC staff to ensure compliance with all applicable District of Columbia statutes, regulations, orders, and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, an assessment of efforts to meet projected benchmarks, providing proof of expenditures, or other applicable benchmarks.

Permissible Uses

Based on D.C. Official Code § 1-309.13a, the Fund shall be used to provide the following services and supports at the request of ANCs:

- 1) Planning, development, or procurement of a mobile or computer application to assist ANC Commissioners with outreach and engagement with their constituents.
- 2) Supplementing any funding allocated for communications access services², including sign language interpretation, computer-aided real-time transcription, and other services and supports, for ANCs; provided that the funding allocated for this purpose proves insufficient.
- 3) Ensuring that ANCs have access to remote meeting technologies necessary for their operations.
- 4) Providing or procuring audio-visual technology and services to support ANCs.
- 5) Providing or procuring printing services for ANCs.
- 6) Providing or procuring website assistance for ANCs.

Application & Selection Process

ANCs choosing to apply for the Fund may do so electronically from the OANC's website. Upon submission of the application, the OANC:

- Reviews the application to assess the suitability of the intended use;
- Reviews the ANC's minutes;
- Reviews the estimate or proposal when an ANC has identified a vendor; and,
- Submits application package to the Executive Director for review and approval.

² **NOTE:** Communications access means that people with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities.

Upon final approval of an application, the ANC will receive an IRS W9 form with an approval notice and/or agreement.